

Assurance Council



MINUTES

5/10/11

10:30

COMITIUM

MEETING CALLED BY	Bruce Chrisman			
TYPE OF MEETING	Fermilab Assurance Council			
FACILITATOR	Bob Grant			
NOTE TAKER	M. Tolian			
ATTENDEES	B. Chrisman C. Conger L. Hill – by phone R. Ortgiesen E. Vokoun	B. Grant D. Carlson K. Van Vreede V. White J. Heyes	A. Filak G. Leonard N. Grossman S. Henderson	B. Boroski G. Bock T. Miller P. Garbincius

Agenda topics

- Poll for New Management Issues
- Discuss Outcome of FRA/FNAL/FSO CAS Retreat
- Update on Program Manual Effort (Dave Carlson)

DISCUSSION

No review of existing management issues until next meeting when B. Grant returns.

New Management Issues –

C. Conger sees an issue with Resource Loaded WBS – required to be implemented on 12/31/11 – OHAP and OHEP categories do not align. There is some concern with how to address the Contract requirements. B. Chrisman to talk to DOE about this. V. White would like to test loading a budget by person – or by position – for planning purposes, to see if this would take care of the entire issue. It could be done once a year, but comparisons between budgets vs. actuals could be done at any time. Some concern voiced about chargebacks.

FRA/FNAL/FSO CAS Retreat –

M. Weis spoke at length about the behaviors/expectations on the parts of the FSO/service center. Praised the communication with the Lab. Clearly stated that he wants written communication from the Lab, and wants to use CH as a support organization; often asks why we do what we do. B. Chrisman thinks that we need to look at that same question.

FRA / FSO / Lab roles need to be defined more clearly.

Regarding CAS preparation, the description document got good comments from the FSO, and also from Y.-K. Kim and P. Oddone. Should be viewed as a living document.

Some discussion of the external peer review process. It is not designed to uncover large problems or flaws; they should be revealed in the Lab self-assessments.

Tentative date for the peer review – the week of Aug. 22-26.

Program Manual Effort –

D. Carlson explained his experience in trying to create an example for the Program Manual, and his desire to eliminate the term “Manual” and replace it with “Description.” V. White will work with him to create a second example. Lengthy discussion followed.

M. Tolian to post the “Procedure to modify Policies” in the Documents section of the Assurance Council site.

SPECIAL NOTES OR HANDOUTS

All Meeting Minutes, along with any handouts and slide presentations, will be posted on the web at:
<http://www.fnal.gov/directorate/AC/index.html> **NOTE** – New web address for meeting minutes, effective 10/7/10.